

DRAFT DIRECTIVE TRANSMITTAL
WORKFORCE INVESTMENT ACT

Number: WIADD-67

Date: February 26, 2004

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: 15 AND 25 PERCENT PROJECT CONTINUATION

☒ **IMMEDIATE ACTION**

Bring this draft to the attention of the appropriate staff.

☒ **E-MAIL COPY TRANSMITTED**

Number of pages (including coversheet): 4

If there are any problems with this transmittal, please call Celia Guzman at 916/654-9767.

SUBJECT MATTER HIGHLIGHTS:

Based on the comments received, Draft Directive WIADD-62 has been split into two separate directives for more clarity. The two directives include this directive and Draft Directive WIADD-68, *15 and 25 Percent Project Funding De-Obligation*. Also due to interest expressed about Draft Directive WIADD-62 we are releasing these two directives in draft form for comment.

Please review and comment on the attached draft directive.

COMMENTS ARE DUE BY:

3/17/04

Comments can be submitted through one of the following ways:

- 1) **Web site** — www.edd.ca.gov/wiarep/wiainp.htm
- 2) **Fax** — WID, Attention: Celia Guzman at 916/654-9586
- 3) **E-Mail** — cguzman1@edd.ca.gov (Include "draft comments" in the subject line)
- 4) **Mail** — WID / P.O. Box 826880 / MIC 69 / Sacramento, CA 94280-0001

All comments received by the end of the comment period will be considered before the final directive is issued. However, we will not be able to individually respond to comments. **Comments received after the specified due date will not be considered.**

If you have any questions, contact your WID Regional Advisor at (916) 653-6347.

DRAFT DIRECTIVE

WORKFORCE INVESTMENT ACT

Number:

Date:

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: 15 AND 25 PERCENT PROJECT CONTINUATION

EXECUTIVE SUMMARY:

Purpose:

The purpose of this directive is to provide the criteria and requirements necessary to provide continued funding for Workforce Investment Act (WIA) 15 Percent and WIA 25 Percent projects.

Scope:

This directive applies to Local Workforce Investment Areas (LWIA) and other recipients of Governor's WIA 15 Percent Reserve funds and WIA Dislocated Worker 25 Percent funds.

Effective Date:

This directive is effective immediately.

REFERENCES:

- WIA Directive WIAD02-13, Subject: Dislocated Worker 25 Percent Fund Requirements (April 24, 2003)
- WIA Directive WIAD02-14, Subject: 15 Percent Project Requirements (April 24, 2003)
- WIA Information Bulletin WIAB02-23, Subject: 15 Percent Project Requirements (September 26, 2002)
- WIA Draft Directive WIADD-68, Subject: 15 and 25 Percent Project Funding De-Obligation (February 26, 2004)

STATE-IMPOSED REQUIREMENTS:

This directive contains only State-imposed requirements.

FILING INSTRUCTIONS:

Retain this directive until further notice.

BACKGROUND:

The WIA provides federal funding to the State of California for workforce investment activities. These activities are provided through State and local workforce investment systems. The Employment Development Department's Workforce Development Branch (WDB) funds many grants and subgrants on a split year or an incremental basis. Both processes result in initial commitment of less than the total funds to operate an entire project. Split year funded grants postpone award of some of the grants until the State receives its next year program funds. The purpose of split year funding is to avoid obligating current year funds for expenditure in the subsequent year. Incrementally funded grants are not necessarily funded from two program years of funding. Instead, the purpose is to encourage program effectiveness by withholding some of the approved funds pending proof of grant effectiveness. Both kinds of less than full funding will be subject to the same test for determining whether additional funds will be granted.

POLICY AND PROCEDURES:

The criteria for any WIA 15 Percent or WIA 25 Percent project that has been funded on an incremental or split year basis to be considered for release of additional funding that has previously been set aside for it are as follows:

- The total project reported accrued expenditures (including obligations for tuition and Individual Training Accounts but excluding other obligations), as shown in the most recent Job Training Automation (JTA) system report equal to at least 75 percent of its initial award, and
- The total project reported enrollments as shown in the most recent JTA system report equal at least 75 percent of its planned cumulative enrollments, and
- Accomplishment of special project objectives, if any, is substantially on target.

It is the responsibility of the project operator to submit a written request for additional funding to the attention of the Regional Advisor or Project Manager. The request should specify how the above criteria have been met.

Implementation of the above policy and procedures depends on accurate and well-thought-through participant and expenditure plans and on updating of these plans on an ongoing basis.

Mere submission of revised participant and/or expenditure plans will not constitute valid reasons for awarding additional funding. However, if such revised plan(s) are supported by corrective action plan(s) that appear to be potentially successful, the WDB staff analysis will take them into account in deciding whether a funding request may be approved.

ACTION:

Please bring this directive to the attention of appropriate staff.

INQUIRIES:

Please direct any questions about this directive to your assigned Program Manager at (916) 654-7799 or [Regional Advisor](#) at (916) 653-6347.

BOB HERMSMEIER
Chief
Workforce Investment Division

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